

TEAM ASSISTANT REQUIRED

CORPORATE FINANCE ADVISORS TO THE ASIA-PACIFIC RESOURCE INDUSTRIES



COMPANY OVERVIEW

AWR Lloyd is an independent and specialized advisory firm with an exclusive focus on the energy, mining and metals industries in the Asia-Pacific region.

Our clients include Banpu, Ratchaburi Electricity Generating Co., Bangchak, Thairoil, SPRC, Apico, Petronas, Sojitz, Felix Resources, Hess, PetroVietnam, SK, Tuas Power and AES.

OPPORTUNITY

We are currently seeking a Team Assistant with 0-3 years of experience to be based full-time at our Bangkok office.

RESPONSIBILITIES

- Conduct research as required for various reports, projects, general information;
- Assist in preparing and producing powerpoint presentations and reports;
- Provide accurate and timely translation of documents and correspondences (English/Thai);
- Provide support in proofreading and formatting texts, charts, graphs in accordance with established quality control guidelines, ensuring accuracy and consistency of presentation and report;
- Assist in preparing expense claims for teams;
- Take minutes at project specific meetings;
- Assist teams on travel arrangements (visa, flights, hotels, transfers);
- Provide office support in order to ensure efficiency and effectiveness within the office (eg. filing, printing, photocopying, typing, binding, scanning, faxing etc);
- Assist in the preparation of meetings, conference calls, workshop;
- Maintain an adequate inventory of office supplies;
- Coordinate the repair and maintenance of office equipment;
- Perform receptionist functions

QUALIFICATIONS

- Professional knowledge:
 - Proficient in English (written, spoken and reading).
 - Good translation skills
 - Ability to follow established guidelines
 - Accuracy and ability to pay attention to details
 - Creative thinkers
- Computer skills:
 - Excellent and thorough Microsoft office (2010/Windows 8) knowledge with extensive understanding of the use of PowerPoint, Publisher, Word, Outlook and Excel;
 - General graphic skills
 - General IT skills
- Organizing skills:
 - Ability to establish priorities and respect deadlines
 - Ability to work independently and accurately under time pressure
- Interpersonal skills:
 - Ability to work effectively in an international team-oriented environment with sensitivity and respect for diversity
 - Good people management skills
 - A good sense of humour

NEXT STEPS

Please send your CV to nadda@awrlloyd.com quoting "TA2015" in the subject line of your email. All applications will be handled confidentially.